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Approved For Release 2002/05/09 : CIA-RDP84-00499R000600040083-6

1267

20 OCT 1958

MEMORANDUM FOR: Cable Secretary

SUBJECT : Dissemination of TD Reports

REFERENCE : Memorandum from Deputy Cable Secretary to
Chief, RQM, dated 19 August 1958, subject
as above

1. This memorandum will confirm the assurance given in various conversations between the Cable Secretariat and RQM that this Division fully agrees with the delegation of certain OCR responsibilities for distribution of TD reports to the Cable Secretary as proposed in reference. This proposal and any other which provides faster and more efficient dissemination of CS information will receive our wholehearted support.

2. Attached is a copy of RC Memorandum No. 555 addressed to Division Chief Reports Officers which incorporates the changes in TD preparation procedures suggested in the reference. It should be noted that the effective date for this new procedure is 21 October 1958.

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[Redacted]
Chief, Requirements Division

Attachment:
Per para. 2

[Redacted] 17 Oct 1958

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Dissemination:
Orig and 1 - Addressee
1 - C/RQM
1 - RQM/RC

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RC Memorandum No. 555
17 October 1958

MEMORANDUM FOR: Chief Reports Officers
FROM : Chief, Reports Control
SUBJECT : Changes in TD Addressing for Faster Distribution
REFERENCE : RC Memorandum No. 478

1. In order to increase the efficiency and speed of TD processing and distribution, a new addressing procedure suggested by the Cable Secretariat will become effective 21 October 1958. This change will enable the Cable Secretariat to cut approximately one hour from its processing time, and in addition, will eliminate OCR from the distribution channel with the result that some DD/I offices will receive TDs twenty-four hours sooner than under the present system. Thus, through reports officers typing one additional line on Form 1K-2 and a few additional addresses on Form 1K, a significant speed-up in distribution of TDs can be effected. The new procedure is outlined below. (Examples are attached.)

2. CLANDESTINE SERVICES INTERNAL ADDRESSEES - FORM 1K-2

(The change in this case is essentially the transfer of the information formerly recorded in the TOTAL box to the CONF and INFO boxes of the form, and the typing in of the standard staff distribution.)

CONF. BOX:

The originating reports officer will type in his division symbol and the number of copies required. (The minimum requirements for the divisions are EE 6, FE 7, NE 6, SE 6, SR 6, WE 6, WH 5, IO 4.) To this minimum will be added any special copy requirements shown in the dissemination box.

INFO. BOX:

Interested divisions (the minimum number of info copies required by divisions is 4), interested staffs other than those on standard distribution, and additional copies for standard distribution addressees. The "SPECIAL" entry now being typed in by Cable Secretariat will no longer appear.

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DISSEMINATION BOX:

Originating reports officers will continue to use this box as before in accordance with the provisions of RC Memorandum No. 478.

TOTAL BOX:

The TOTAL box may be ignored since this information has been transferred to the CONF and INFO boxes. It will be deleted in the next printing of the form.

3. EXTERNAL ADDRESSEES - FORM 1K

The originating reports officer will type in all appropriate addressees other than those already preprinted on the form. Preprinted addressees are indicated by underlining in the examples below. (This change allows OCR to be eliminated from the dissemination channel.)

25X1 a. ☐ Standard Addressees:

TO: ACSI, AF, NAVY, JCS, OSD, STATE, NSA, USIA, OCI, ONE, OCR, ORR, OO. (This standard list will not be reduced without consulting RQM/RC. ADD DD/I if DD/I did not receive the basic cable or dispatch. Additional addressees such as OSI, FBI, AEC, TREAS may be added as appropriate.)

25X1 b. ☐ Normal Addressees:

TO: ACSI, AF, NAVY, JCS, OSD, STATE, NSA, OCI, ONE, OCR, ORR, OO. (The complete list should be used unless there is a security reason for deleting one of the addressees. Add DD/I if DD/I did not receive the basic cable or dispatch. Other addressees may be added as appropriate.)

25X1 c. ☐ Limited Distribution:

Addressing of this type of report will be in accordance with RC Memorandum No. 495 and amendments.

4. RQM/RC will explore the possibility of having all of the standard addresses printed on both form 1K and 1K-2. If such pre-printing would require that the blank forms be classified, we do not believe that the small amount of typing saved would compensate for the problems of storage and handling.

☐
Chief, Reports Control

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Attachments: 2

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